Building Department
December 2020

PC Stat
Data-Driven Action

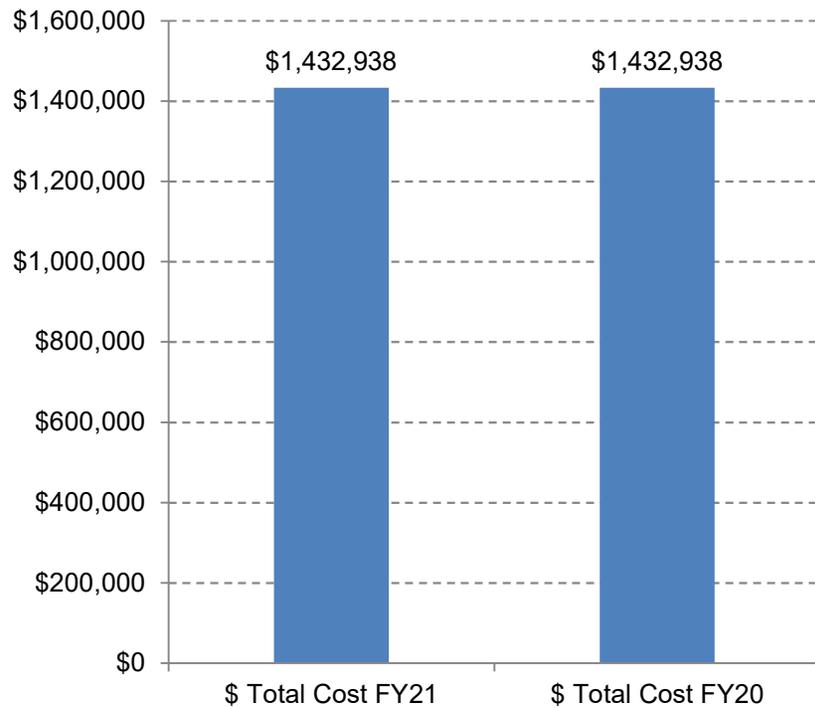PARK CITY 1884
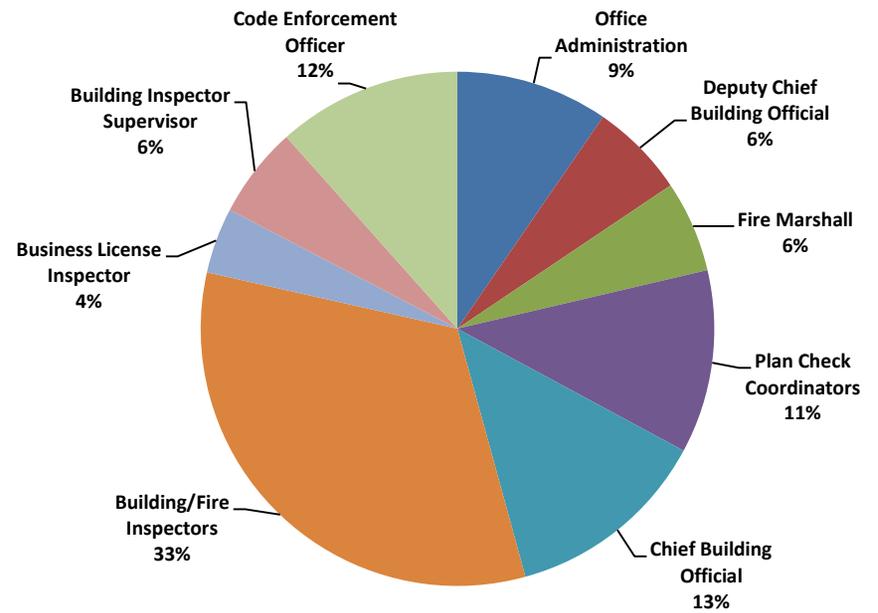
Operations

Staff

Building Department	
Role	**Team Members**
Chief Building Official/Fire Code Official	Dave Thacker
Deputy Chief Building Official	Casandra Courtillet
Building Inspector Supervisor	Brittney Buchanan
Sr. Building Inspector	Glade Fawson and Bryan Arnold
Associate Building Inspectors	Bendy Olsen
Fire Inspector/Plans Examiner	Cherie Wellmon
Code Enforcement Officer	Gabe Jaramillo
Permit Technicians	Ruth Mather, Crystal Kaufman and Dena Boniface
Plan Check Coordinators	Scott Olsen and Cooper Wade
Business License Inspector	Jordan Leifson
Office Assistant	Kitumetsi "Michelle" Mlupi

PC Stat
Data-Driven Action

Personnel

YoY Total Personnel Costs

$1,600,000
$1,432,938 $1,432,938
$1,400,000
$1,200,000
$1,000,000
$800,000
$600,000
$400,000
$200,000
$0

$ Total Cost FY21 $ Total Cost FY20

% Personnel Decomposition by Total $ Cost - FY21

Code Enforcement Officer 12%

Office Administration 9%

Building Inspector Supervisor 6%

Deputy Chief Building Official 6%

Business License Inspector 4%

Fire Marshall 6%

Plan Check Coordinators 11%

Building/Fire Inspectors 33%

Chief Building Official 13%

Source: Park City Municipal Corporation. As of 11/16/2020.

Personnel

YoY Change in Key Incremental Cost Drivers - FY20 vs. FY21
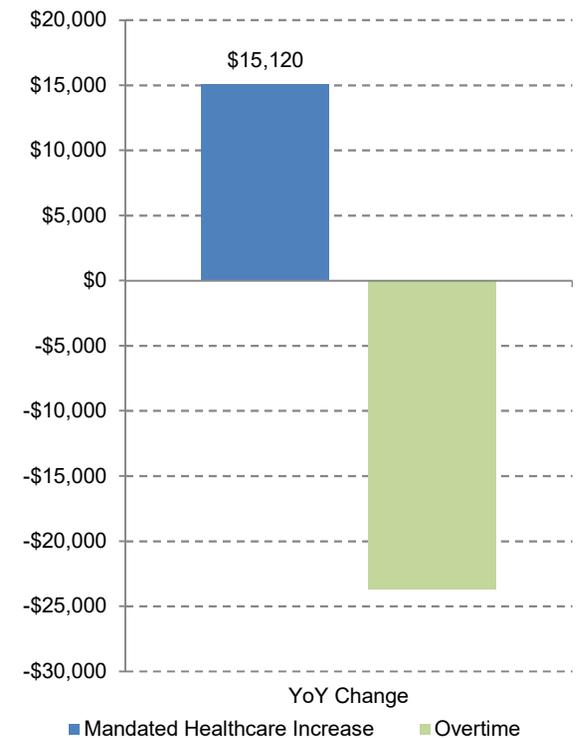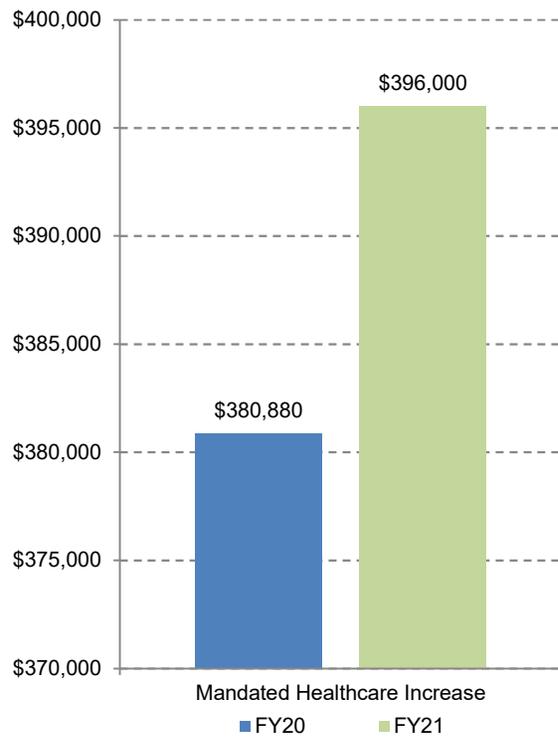
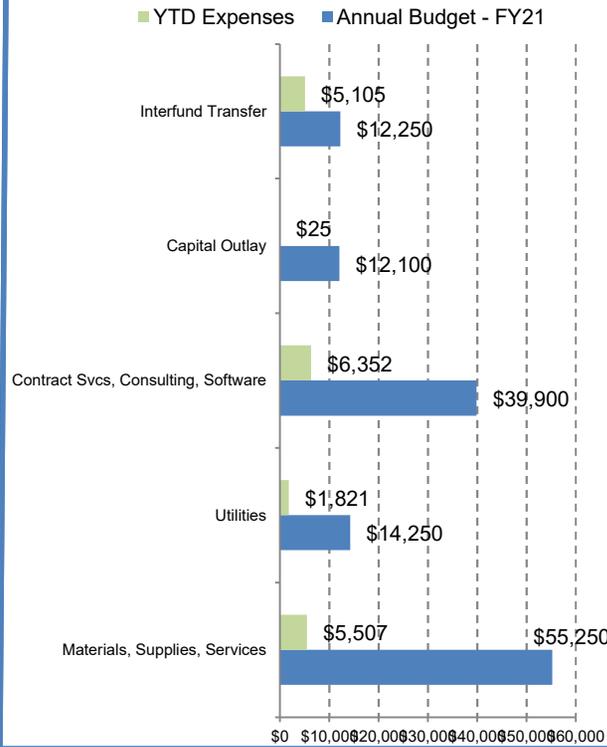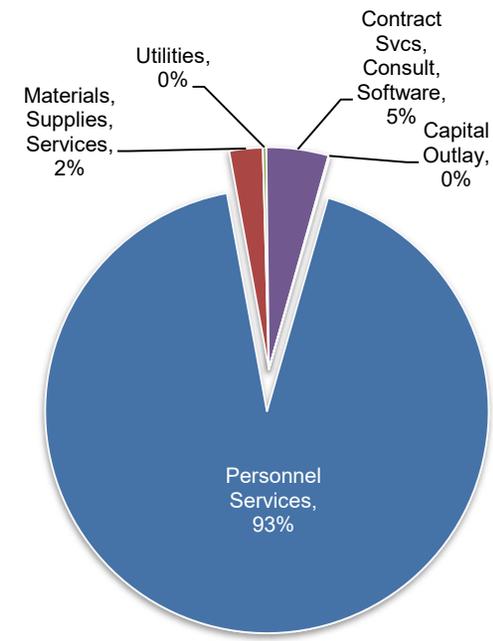Source: Park City Municipal Corporation. As of 11/16/2020.

Expenses

YTD Personnel Expenses vs. FY21 Budget by Type

- YTD Expenses
- Annual Budget - FY21

$467,395 (YTD Expenses)
$1,432,938 (Annual Budget - FY21)

Additional YTD Expenses vs. FY21 Budget by Type

- YTD Expenses
- Annual Budget - FY21

Type	YTD Expenses	Annual Budget - FY21
Interfund Transfer	$5,105	$12,250
Capital Outlay	$25	$12,100
Contract Svcs, Consulting, Software	$6,352	$39,900
Utilities	$1,821	$14,250
Materials, Supplies, Services	$5,507	$55,250

Budget Summary Decomposition by Expense Type - FY21

- Personnel Services, 93%
- Materials, Supplies, Services, 2%
- Utilities, 0%
- Contract Svcs, Consult, Software, 5%
- Capital Outlay, 0%

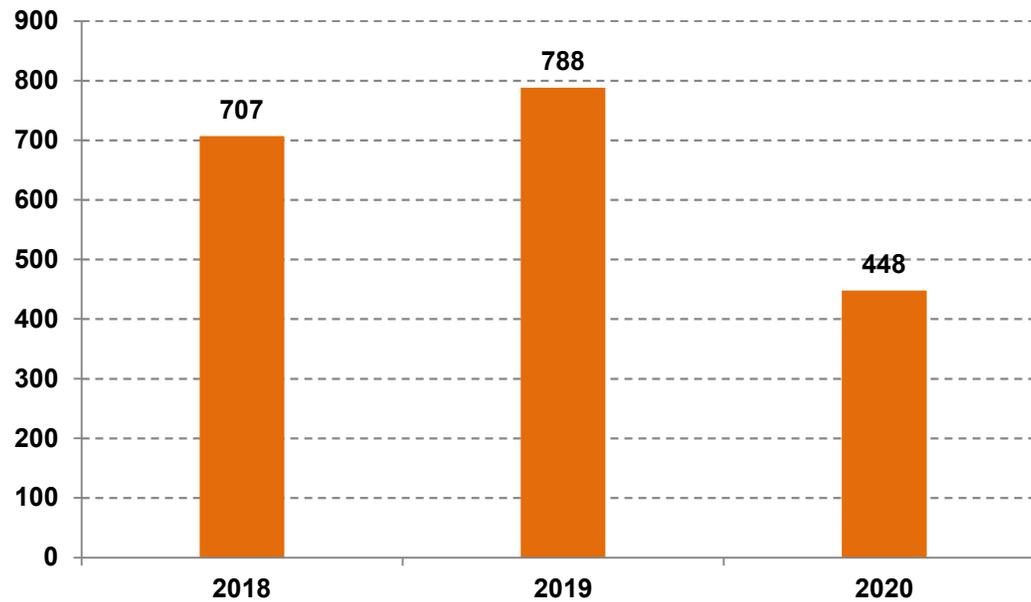Source: Park City Municipal Corporation. As of 11/16/2020.

Performance

Business Licensing

- Life/Safety Inspections of Commercial Business and Nightly Rental Properties

- Staff available for inspection 6 days a week

- Close coordination with Finance/Planning for License approval
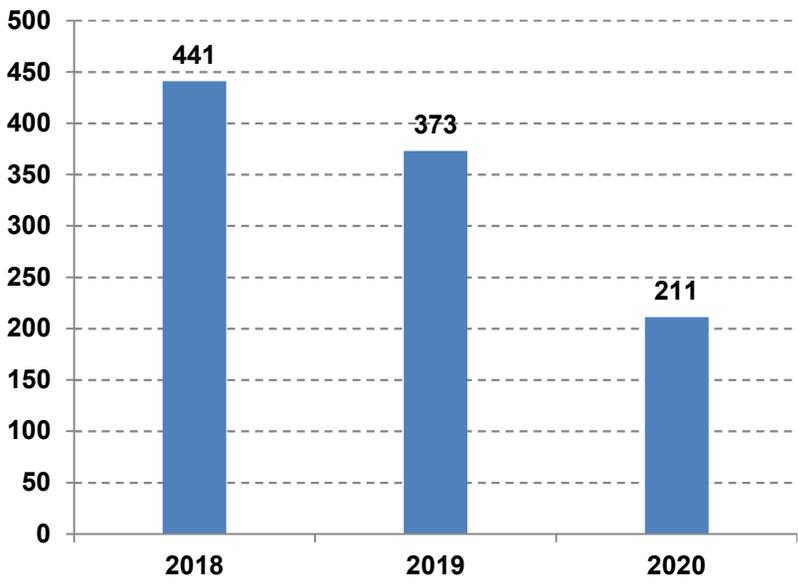
Business License Inspections
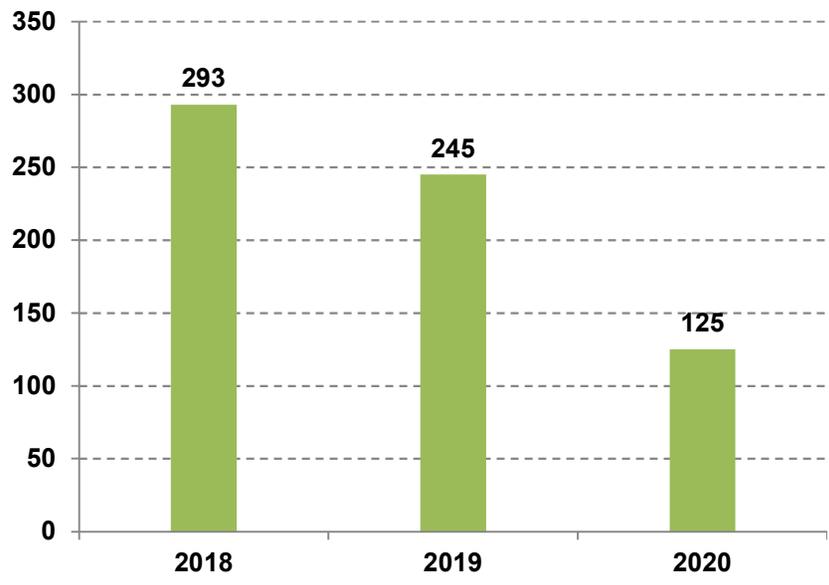
Total (Includes Pre-Inspections)

BL Permits/Inspection Activities

New Licenses/CSL/Liquor Permits

Year	Value
2018	441
2019	373
2020	211

Nightly Rental Inspections

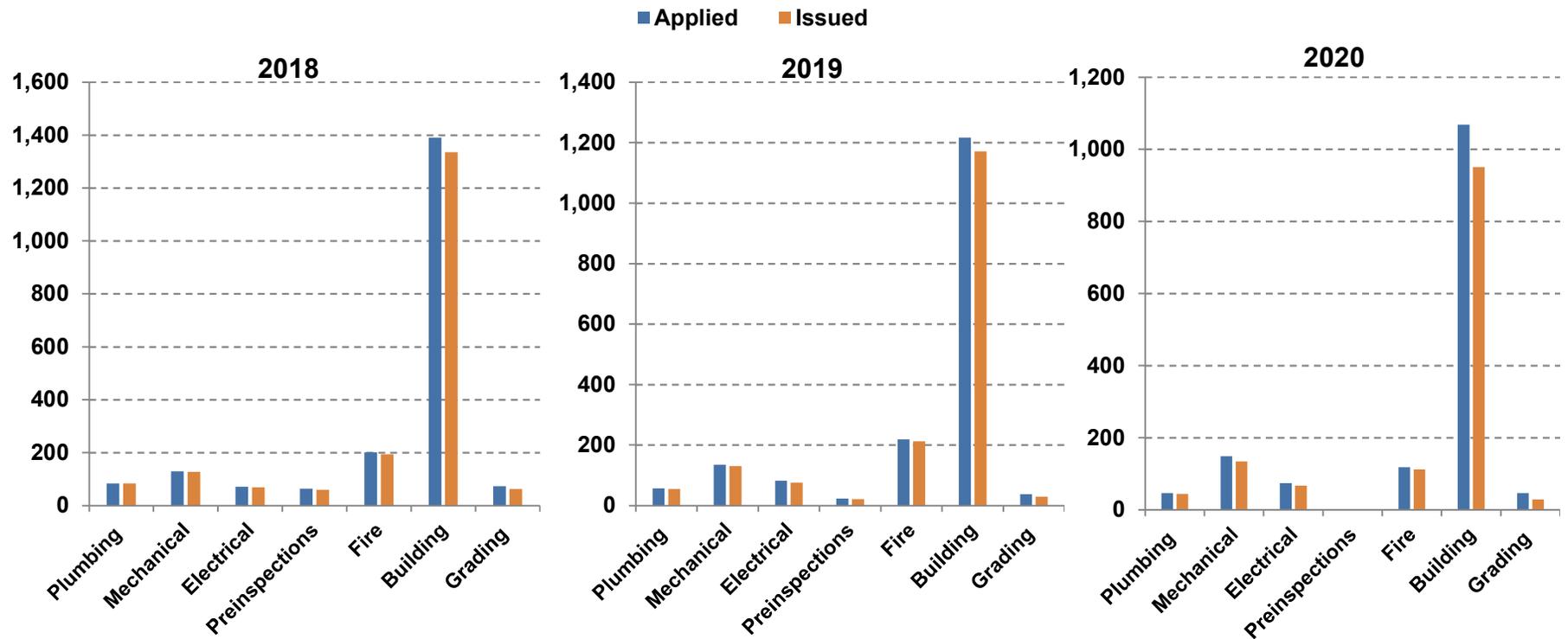| Year	Value
2018	293
2019	245
2020	125

Source: Park City Municipal Corporation. As of 12/08/2020.

Building Permitting
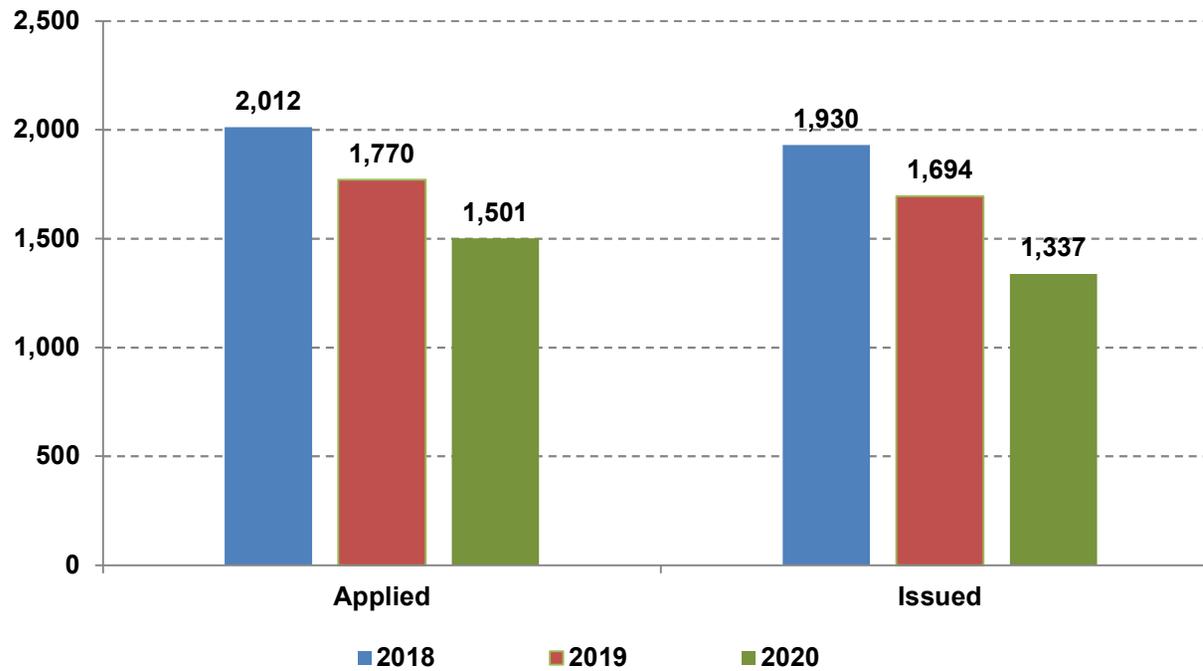
Building Permits are required for:

- Structural Changes

- Remodels (with some exceptions)

- Additions

- Alterations (with some exceptions)
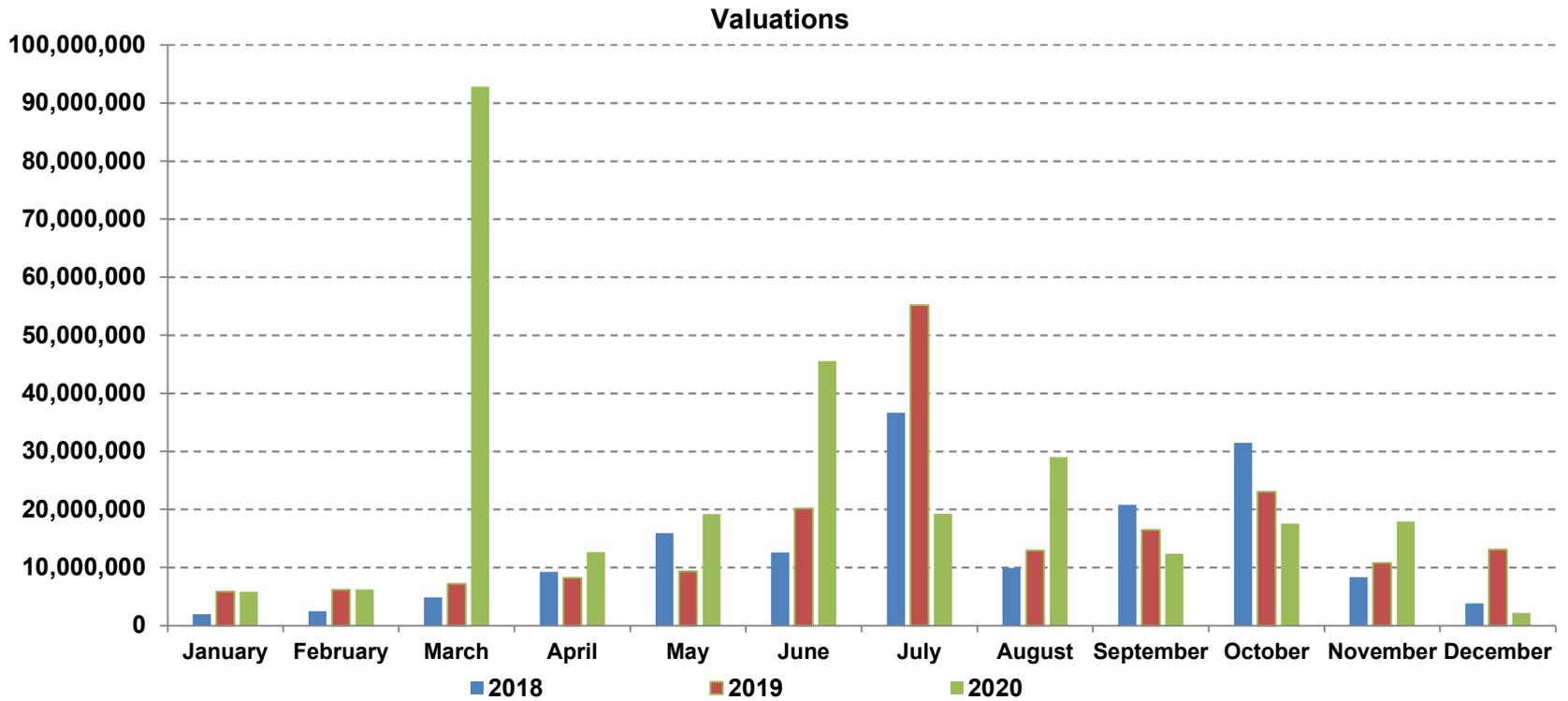
Building Permits

Source: Park City Municipal Corporation. As of 12/08/2020.

Total Building Permits

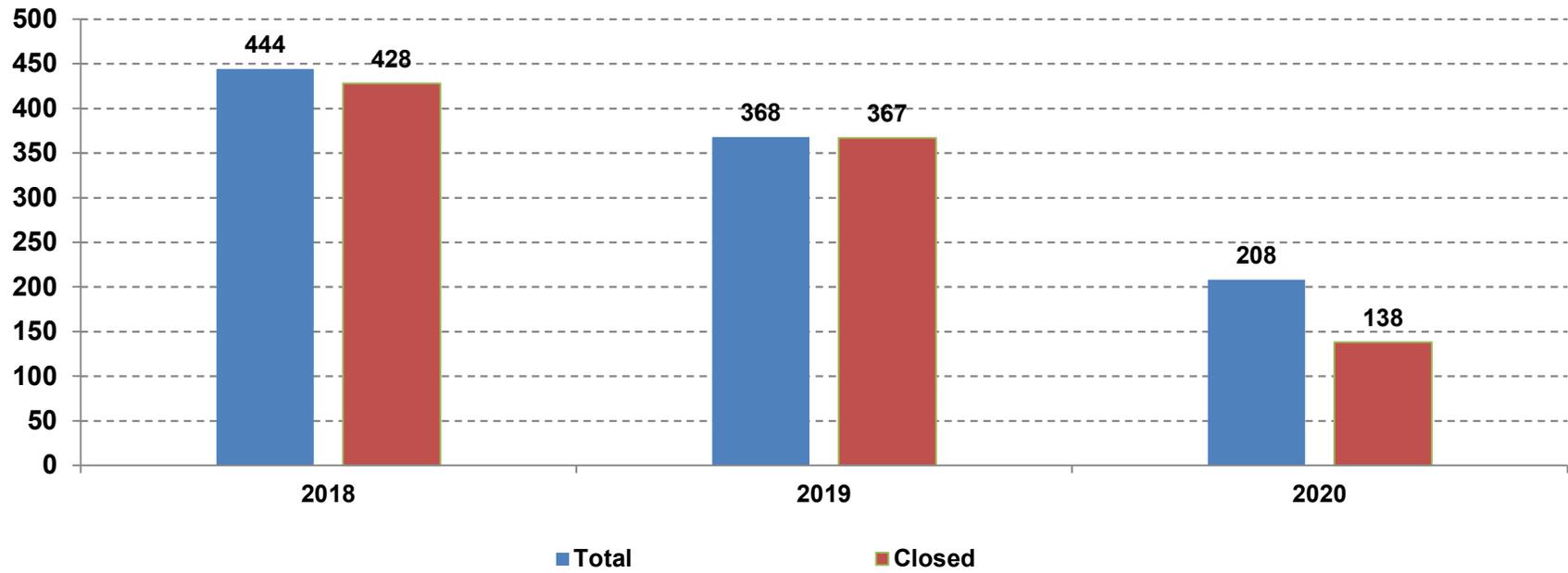Source: Park City Municipal Corporation. As of 12/08/2020.

Valuations

Valuations

Source: Park City Municipal Corporation. As of 12/08/2020.

Code Enforcement

- Regulate Land Management Code (LMC) and Building Code compliance throughout City.

- Works closely with Planning, Engineering, PD and Fire Inspector/Fire Marshal to enforce CMP

- Education first philosophy

- Hybrid Enforcement system
  - Proactive/Reactive response

Code Enforcement

Code Enforcement Cases

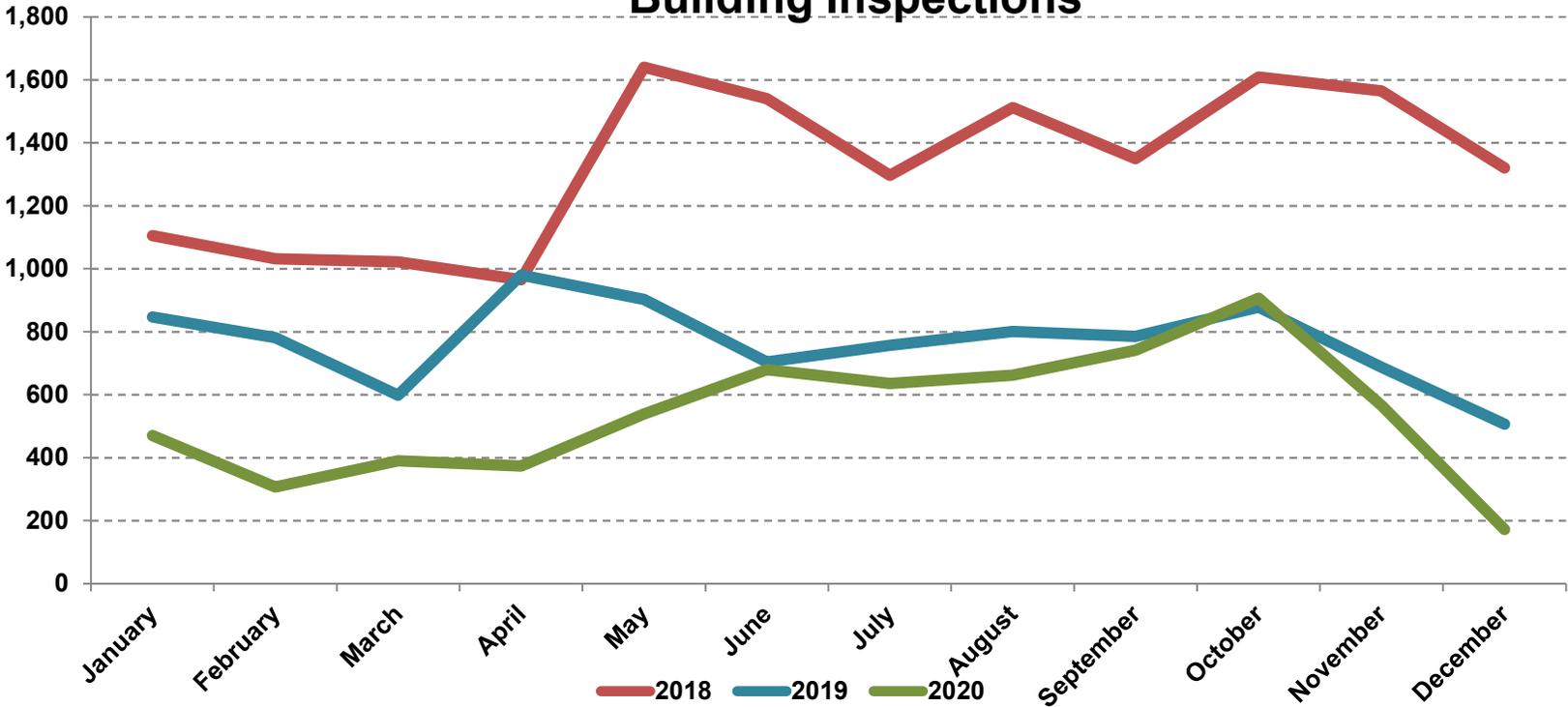| Year	Total	Closed
2018	444	428
2019	368	367
2020	208	138

■ Total   ■ Closed

Inspections

- Building Code Compliance
- 24 hour turnaround on all inspection requests
- A resource in working through inspections/code concerns
- Education and discussions
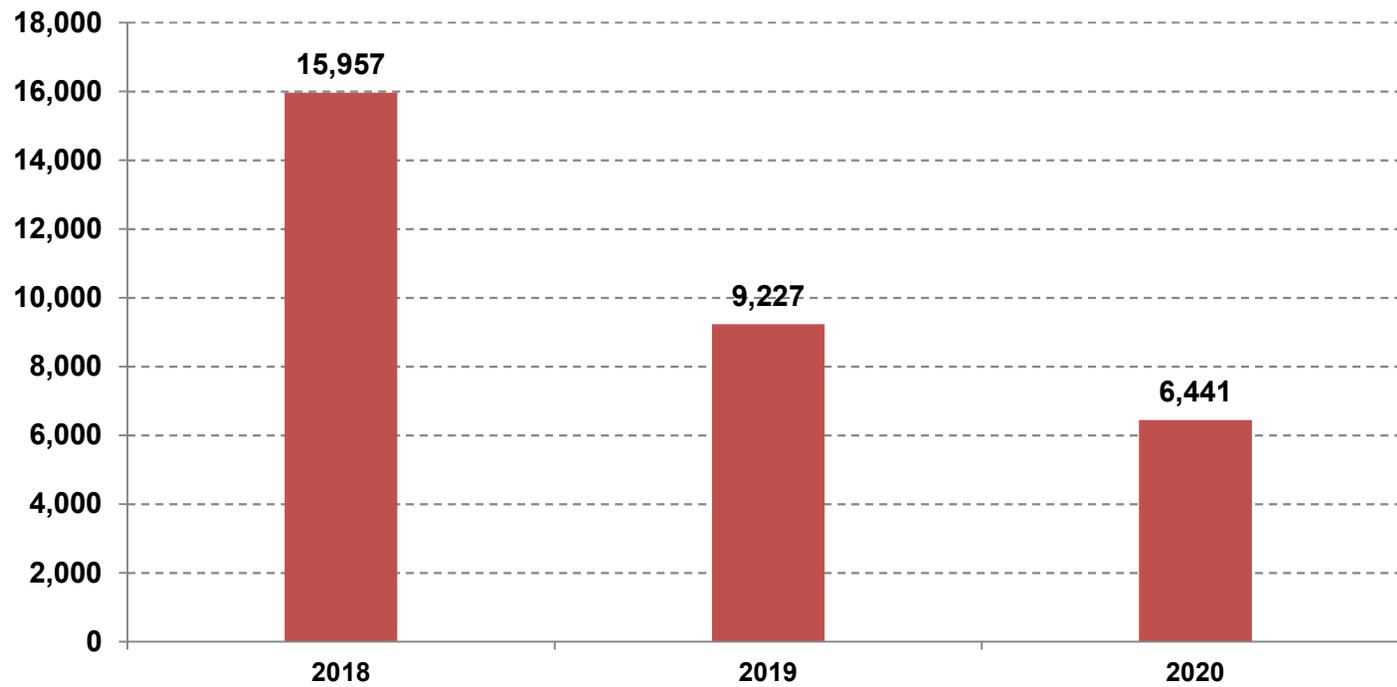- Working together to achieve the same goals

Inspections

Building Inspections

Source: Park City Municipal Corporation. As of 12/08/2020.

Total Inspections YOY

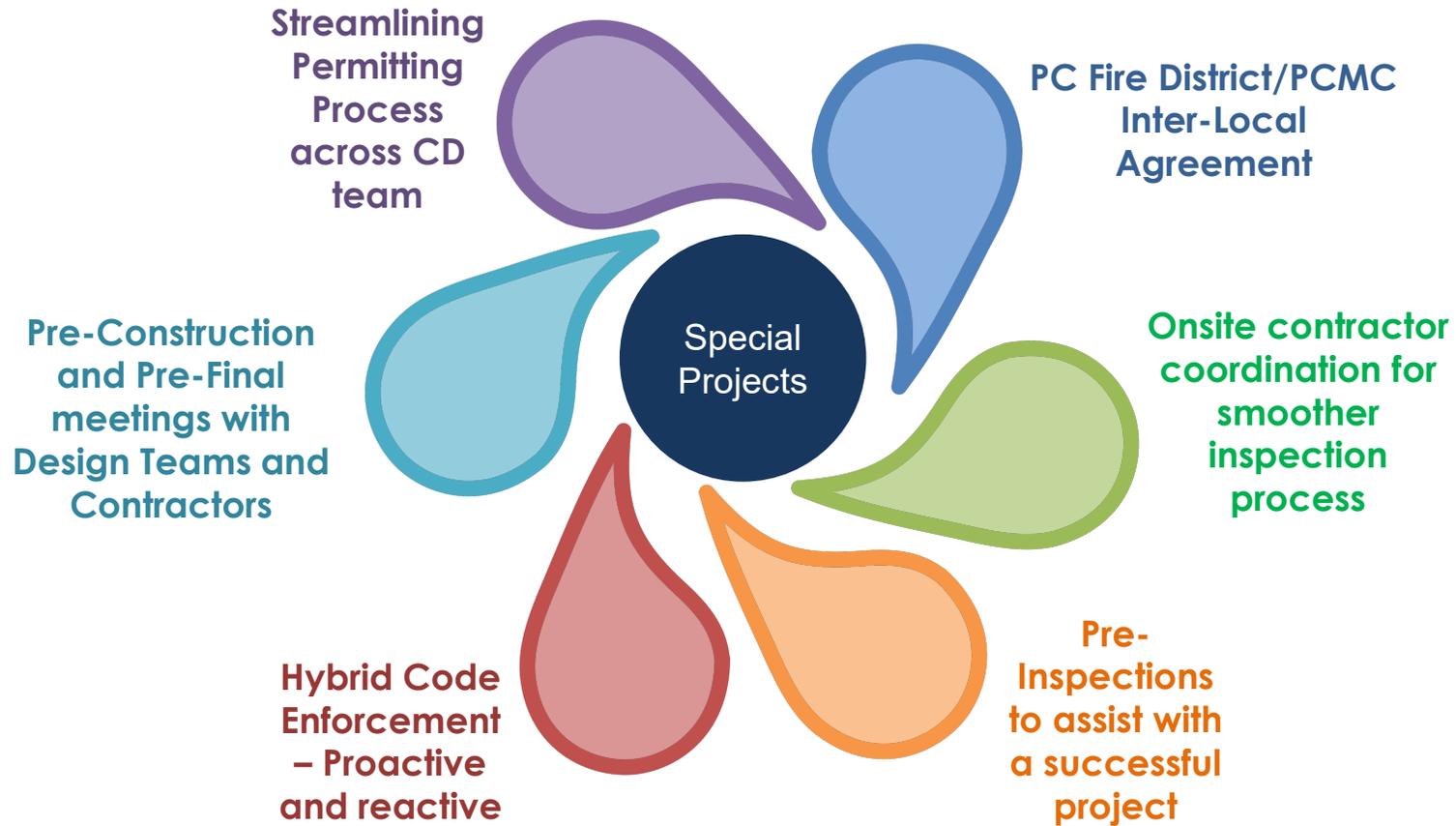
Source: Park City Municipal Corporation. As of 12/08/2020.

Special Projects & Innovation

SPECIAL PROJECTS

Special Projects

- Streamlining Permitting Process across CD team
- PC Fire District/PCMC Inter-Local Agreement
- Onsite contractor coordination for smoother inspection process
- Pre-Inspections to assist with a successful project
- Hybrid Code Enforcement – Proactive and reactive
- Pre-Construction and Pre-Final meetings with Design Teams and Contractors

Innovation

Electronic Permitting and Inspections

Updating Inter-Local Agreement (ILA) with Park City Fire District for a more integrated process.

Innovation

Working toward a team review approach – single point of contact

Electronic Plan review = No paper plans!

COVID RESPONSE

We're all in this together.

#OneSummit

Cleaned & Disinfected Office and vehicles

Adhere to State and Local Health Orders

Reduce in person staffing levels and assist public remotely

Continue to perform building, fire, BL, and code enforcement as requested.

Coordinated and enforced County Health Orders with PCAHBA, Contractors and jobsites.

Assisted Summit Co. Health Dept. with Health Order Education and enforcement.